

## CHAPTER 17 RENEWAL OF LICENSES

[Prior to 9/7/88, see Public Instruction Department[670] Ch 71]  
[Prior to 10/3/90, see Education Department[281] Ch 74]

**282—17.1(272) Renewal information.** Rules 17.1(272) to 17.10(272) contain renewal information for those individuals desiring to renew a provisional, educational, professional teacher, professional administrator, area education agency administrator, and substitute license.

Individuals desiring to renew a license issued under some other title are referred to 281—Chapter 78.

**282—17.2(272) Renewal application forms.** Application forms for renewal may be obtained from the board of educational examiners.

**282—17.3(272) Issue date on renewed licenses.** A renewed license is valid only from and after the date of issuance.

**282—17.4(272) Recency of units for renewal.** If a license is renewed at or before date of expiration (a person may file for renewal as early as 12 months prior to expiration date), the units for renewal are acceptable if earned during the term of the license. If a license is not renewed at date of expiration, the units for renewal must have been completed within the five-year period immediately preceding the date of application for the renewal.

**282—17.5(272) Renewal requirements for an educational license.** Six units are needed for renewal. These units may be earned in any combination listed below.

1. One unit may be earned for each semester hour of credit completed which leads toward the completion of a planned master's, specialist's, or doctor's degree program.
2. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
3. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for an endorsement not currently held.
4. One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.
5. Four units may be earned for successful completion of the National Board for Professional Teaching Standards certification. This may be used one time for either the educational or the professional teacher's license.

**282—17.6(272) Renewal requirements for a professional teacher's license.** Four units are needed for renewal. These units may be earned in any combination listed below.

1. One unit may be earned for each semester hour of credit completed which leads toward the completion of a planned specialist or doctor's degree program.
2. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present endorsements held.
3. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for a teaching endorsement not currently held.
4. One unit may be earned upon completion of each staff development course or activity approved through guidelines established by the board of educational examiners.
5. Four units may be earned upon successful completion of the National Board for Professional Teaching Standards certification. If previously used to renew the educational license, this may not be used.

**282—17.7(272) Renewal requirements for a professional administrator's and area education agency administrator's license.** Four units are needed for renewal. These units may be earned in any combination listed below.

1. One unit may be earned for each semester hour of credit completed which leads toward the completion of a planned specialist's or doctor's degree program.
2. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which adds greater depth/breadth to present administrative endorsements held.
3. One unit may be earned for each semester hour of credit completed which may not lead to a degree but which leads to completion of requirements for an administrative endorsement not currently held.
4. One unit may be earned upon completion of each licensure renewal course or activity approved through guidelines established by the board of educational examiners.

**282—17.8(272) Renewal requirements for the provisional license.** If a person meets all requirements for an educational license except for the teaching experience required in 282—14.12“2,” the provisional license may be renewed upon written request.

A second renewal may be granted if the holder of the provisional license has not met the teaching experience required in 282—14.12“2” and if the license holder can provide evidence of teaching employment which will be acceptable for the experience requirement.

**282—17.9(272) Renewal requirements for a substitute license.** Meet one of the requirements listed below:

1. Verification of at least 30 days of substitute teaching during the term of the license.
2. Completion of a local education agency or area education agency course approved through licensure renewal guidelines established by the board of educational examiners.
3. Completion of a community college, college, or university course.

**282—17.10(272) Appeal procedure.** Any teacher seeking a different level of license who is denied the license due to the evaluation or other requirements may appeal the decision. The appeal shall be made in writing to the executive director of the board of educational examiners who shall establish a date for the hearing within 20 days of receipt of written notice of appeal by giving five days' written notice to appellant unless a shorter time is mutually agreeable. The procedures for hearing followed by the board of educational examiners shall be applicable.

**282—17.11(272) Licensure renewal programs.**

**17.11(1) Application process.** These rules are to be followed in the preparation and submission of proposals for licensure renewal programs. The application materials must be returned to the board of educational examiners for review and approval.

Once the application has been submitted, it will be reviewed, and the applicant agency will be notified of approval or nonapproval and any deficiencies.

**17.11(2) Eligible agency/institutions.***a. Teacher renewal.*

(1) Area education agencies, local education agencies, individually or in consortium arrangements.

(2) Approved nonpublic districts, individually or in consortium.

(3) Iowa educational professional organizations.

(4) Iowa colleges and universities approved for teacher education.

*b. Administrator renewal.*

(1) Area education agencies, local education agencies, individually or in consortium arrangements.

(2) Approved nonpublic districts, individually or in consortium arrangements.

(3) Iowa educational professional organizations.

(4) Iowa colleges and universities approved for teacher education.

**17.11(3) Authority.** The acceptance of licensure renewal credit is provided in 17.5“4,” 17.6“4” and 17.7“4.”

**17.11(4) Licensure renewal courses.**

*a.* Licensure renewal courses are planned experiences, activities, and studies designed to develop skills, techniques, knowledge, and understanding of educational research and best practice, and model best practices in professional and organizational development. These courses support school improvement processes and practices and provide for the development of leadership in education. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth for teacher and administrator renewal in 17.5“4,” 17.6“4” and 17.7“4.”

The following indicators of quality will be used in evaluating the approved license renewal programs.

(1) The courses address specific student, teacher, and school needs evidenced in local school improvement plans, or

(2) The courses assist teachers in improving student learning, or

(3) The courses assist teachers in improving teaching evidenced through the adoption or application of practices, strategies, and information.

*b.* Approved teacher licensure renewal programs must offer and conduct a minimum of ten different courses for teachers during the calendar year, and approved administrative licensure renewal programs must conduct a minimum of five different courses for administrators during the calendar year.

*c.* Clock hours. Fifteen scheduled clock hours of contact with the instructor equal one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

*d.* Only renewal units offered through board of educational examiners approved licensure renewal programs will be accepted for license renewal.

**17.11(5) Licensure renewal advisory committee.** Licensure renewal programs must be developed with the assistance of a licensure renewal advisory committee.

*a. Membership of the advisory committee.* Once the advisory committee is established, matters pertaining to the term of membership shall be spelled out through established procedures. The advisory committee shall consist of no fewer than five members. The licensure renewal coordinator shall forward the current updated list of licensure renewal advisory committee members to the board of educational examiners no later than December 1 of each year.

(1) The licensure renewal advisory committee shall include the following persons for teacher/administrator renewal programs:

1. Elementary and secondary classroom teachers.

2. Local administrators: elementary or secondary principals, curriculum director or superintendent.

3. Higher education representative from a college or university offering an approved teacher education program.

4. Other categories may also be appointed: community college teaching faculty, students, area education agency staff members, school board members, members of educational professional organizations, business/industry representatives, community representatives, representatives of substitute teachers.

(2) The make-up of the membership should reflect the ratio of teachers to administrators within an agency or organization offering an approved licensure renewal program. The membership should reflect the general population by a balance of gender and race and shall be balanced between urban and rural districts.

(3) The licensure renewal coordinator shall be a nonvoting advisory committee member.

(4) Disputes about the appropriate composition of the membership of the licensure renewal advisory committee shall be resolved through local committee action.

*b. Responsibilities of licensure renewal advisory committee.*

(1) Licensure renewal advisory committee shall be involved in:

1. The ongoing area education agency, local district, or other agency staff development needs assessment.

2. The design and development of an original application for a license renewal program.

3. The development of criteria for the selection of course instructors, and these criteria shall include, but not be limited to, academic preparation, experience and certification status.

4. The annual evaluation of licensure renewal programs.

(2) The advisory committee shall meet at least twice annually and shall maintain records of each meeting. These records shall be available for review by board staff and kept on file in the licensure renewal coordinator's office.

**17.11(6) Licensure renewal coordinator.**

*a.* Each agency or organization offering an approved licensure renewal program shall identify a licensed (elementary or secondary) professional staff member who shall be designated as coordinator for the program. This function must be assigned; no application will be approved unless this responsibility has been assigned.

*b.* Responsibility of licensure renewal coordinators.

(1) File all reports as requested by the board of educational examiners.

(2) Submit an annual report on program offerings, participants and related information annually on or before December 1.

(3) Serve as a contact person for the board of educational examiners.

(4) Be responsible for the development of licensure renewal programs which address the professional growth concerns of the clientele.

(5) Be responsible for the approval of all courses or units offered for licensure renewal.

(6) Maintain records of approved courses as conducted and of the names of the qualifying participants.

(7) Maintain a list of all course offerings and approved instructors and forward the list to the board of educational examiners.

(8) Provide a record of credit for each participant and maintain a cumulative record of credits earned for each participant for a minimum of five years.

(9) Be responsible for informing participants of the reporting procedures for renewal credits/units earned.

**17.11(7) *Organization and administration.***

a. Local school districts are encouraged to work cooperatively with their respective area education agency in assessing needs and designing and conducting courses.

b. The board of educational examiners reserves the right to evaluate any course, to require submission of evaluation data and to conduct sufficient on-site evaluation to ensure high quality of licensure renewal programs.

c. Agencies or institutions developing new programs shall submit a letter of intent prior to the submission of an application. The application must be filed at least three months prior to the initiation of any planned licensure renewal program.

d. Once a program is approved, the coordinator shall approve all course offerings for licensure renewal units.

e. Initial approval may be for one to three years. Continuing approval may be granted for five-year terms. Continuing approval may involve board of educational examiners sponsored team visits.

f. Records retention. Each approved staff development agency/institution shall retain program descriptions, course activities, documentation of the qualifications of delivery personnel, evaluation reports, and completed renewal units for a period of five years. This information shall be kept on file in the offices of the area education agency licensure renewal coordinators and shall be made available to the board of educational examiners upon request.

g. Monitoring and evaluation. Each approved licensure renewal program will be monitored by the board of educational examiners to determine the extent to which the program meets/continues to meet program standards and is moving toward the attainment of program objectives. This will include an annual report which shall include an annotated description of the courses provided, evidence of the collaborative efforts used in developing the courses, evidence of the intended results of the courses, and the data for demonstrating progress toward the intended results.

**17.11(8) *Application for licensure renewal program.***

a. Application approval. The application shall contain evidence that the local board of directors (the boards of directors in consortium-based applications) has given formal approval to the development and implementation of the program and the allocation of program resources.

b. The application shall identify the criteria used in selecting faculty/instructors for the licensure renewal programs. These criteria shall include qualifications, experiences (relevant to the nature of the program), preparation and licensure status.

c. There must be evidence of a current survey of staff needs and an explanation of procedures used to derive such needs; this documentation must be furnished as a part of the application for a licensure renewal program.

d. Programs developed by eligible agencies shall be based on evidence gathered from a survey of staff needs of the personnel to be served by the licensure renewal program.

e. Program objectives must be derived from identified staff needs in the district or districts or special groups to be served; these objectives shall be developed by the eligible agency seeking approval under licensure renewal programs.

f. Each application must include procedures for program evaluation; this evaluation must include faculty/instructor as well as course/activity evaluation. Program and course/activity evaluation shall include, but not be limited to, participant perceptions.

g. Evaluation. The evaluation shall include participant perception and, whenever possible, observation data collection techniques and analyses are required for each approved licensure renewal program.

**282—17.12(272) Staff development programs for community college staff license renewal.**

**17.12(1) *Application process.*** These rules are to be followed in the preparation and submission of proposals for staff development programs for license renewal. The application materials must be returned to the board of educational examiners for review and approval.

Once the application has been submitted, it will be reviewed; and the applicant agency will be notified of approval or nonapproval and any deficiencies.

**17.12(2) *Eligible agency/institutions.*** All accredited community colleges are authorized to develop and apply to offer staff development programs for license renewal.

**17.12(3) *Authority.*** The acceptance of staff development programs for license renewal is provided in 282—subrule 16.3(4) and 282—subparagraph 16.5(1)“b”(4).

**17.12(4) *Staff development courses.***

*a.* Staff development courses for license renewal are planned experiences, activities and studies designed to increase the licensed practitioners’ knowledge and improve their skills. Approved courses and programs must be designed to follow the terms of the renewal requirements set forth in 282—subrule 16.3(3), 282—subparagraph 16.5(1)“b”(3), 17.5 “3,” 17.6 “3,” and 17.7 “3.”

The courses and programs must be based on documented need, clearly developed program objectives, and the means to evaluate the attainment of these objectives.

*b.* Clock hours. A minimum of 15 clock hours of contact equals one renewal unit. Only whole units may be submitted to the board of educational examiners for license renewal.

The local staff development committee may convert seminars, workshops, institutes, conferences, and similar educational experiences to staff development credit at or above the minimum rate of 15 hours to one renewal credit if provided for in the local plan and if preauthorized by the local staff development committee.

The local staff development committee may convert structured occupational experiences to staff development credit at or above the minimum rate of 40 hours to one renewal credit if provided for in the local plan and if preauthorized by the local staff development committee. A maximum of two credits per year may be earned for structured occupational experiences.

*c.* Only renewal units offered through board of educational examiners approved staff development programs will be accepted for license renewal.

**17.12(5) *Staff development advisory committee.*** Staff development programs for license renewal must be developed with the assistance of a local staff development advisory committee.

*a.* *Membership of the advisory committee shall be constituted locally.* Once the advisory committee is established, matters pertaining to maintenance of membership shall be spelled out through local procedures. Each advisory committee shall consist of no fewer than five members. The staff development coordinator shall forward the current updated list of staff development advisory committee members to the board of educational examiners no later than December 1 of each year.

(1) The staff development advisory committee shall include the following:

1. Three members who represent the licensed instructional or student support services staff at the postsecondary level and who are currently practicing. One of these members must hold an occupational license, and one must hold a postsecondary endorsement.

2. Other members may represent instructional administrators, student personnel staff, higher education representative (must be from a college or university offering an approved occupational/technical teacher education program).

3. Other categories may also be appointed (e.g., school board members, business/industry representatives, community representatives).

4. No one category of membership of the committee shall exceed in number the instructional and student support service members of the committee.

(2) Membership should reflect the general population by a balance of gender and race. Disputes about the appropriate composition of the membership of the staff development advisory committees shall be resolved through local committee action.

*b. Responsibilities of the community college staff development advisory committee.*

(1) The advisory committees shall be involved in:

1. The ongoing staff development needs assessment.

2. The design and development of an original or a revised application for a staff development license renewal program.

3. The development of criteria for the selection of instructors. These criteria shall include, but not be limited to, academic preparation, experience and certification status.

4. The annual evaluation of staff development programs.

5. Review and approval of planned professional development experiences on the basis of these rules and appropriateness to the instructor's needs.

(2) The advisory committee shall meet at least twice annually and shall maintain records of each meeting. These records shall be available for review by board staff and kept on file in the staff development coordinator's office.

**17.12(6) Staff development coordinator.**

*a.* Each community college offering an approved staff development program for license renewal must identify a professional staff member who shall serve as coordinator for the program. This function must be assigned; no application will be approved unless this responsibility has been assigned.

*b.* Responsibility of staff development coordinators.

(1) File all reports as requested by the board of educational examiners.

(2) Submit an annual report for the previous school year on program offerings, number of participants and related information annually on or before December 1.

(3) Serve as a contact person for the board of educational examiners.

(4) Maintain records of approved staff development offerings conducted and of the names of the qualifying participants.

(5) Maintain a list of all staff development offerings and approved instructors.

(6) Provide a record of credit for each participant; maintain a cumulative record of credit earned for each participant for at least ten years.

(7) Be responsible for informing participants of the reporting procedures for renewal credits/units earned.

**17.12(7) *Organization and administration.***

a. The board of educational examiners reserves the right to evaluate any course or activity, to require submission of evaluation data, and to conduct sufficient on-site evaluation to ensure a high quality of license renewal staff development programs.

b. Community colleges developing new license renewal staff development programs shall submit a letter of intent prior to the submission of an application. The application must be filed at least three months prior to the initiation of any planned staff development license renewal program.

c. Once a program is approved, the coordinator shall approve all course offerings for staff development license renewal units.

d. Initial approval may be for one to three years. Continuing approval may be granted for five-year terms. Continuing approval may involve board of educational examiners sponsored team visits.

e. Records retention. Each community college approved to offer staff development programs shall retain program descriptions, course activities, documentation of the qualifications of delivery personnel, evaluation reports, and completed renewal units for a period of ten years. This information shall be kept on file in the office of the staff development coordinator and shall be made available to the board of educational examiners upon request.

f. Monitoring and evaluation. Each approved staff development program will be monitored by the board of educational examiners to determine the extent to which the program meets/continues to meet program standards and is moving toward the attainment of program objectives. This will include an annual report.

**17.12(8) *Application for license renewal program.***

a. Application approval. The application shall contain evidence that the local board of directors (the boards of directors in consortium-based applications) has given formal approval to the development and implementation of the program and the allocation of program resources.

b. The application shall identify the criteria used in selecting faculty/instructors for the staff development programs. These criteria shall include qualifications, experiences (relevant to the nature of the program), preparation and licensure status.

c. There must be evidence of a current (within five years) assessment of staff needs and an explanation of procedures used to determine such needs; this documentation must be furnished as a part of the application for a license renewal staff development program.

d. Programs shall be based on evidence gathered from an assessment of staff needs of the personnel to be served by the staff development program.

e. Program objectives must be determined from identified staff needs for the community college or special groups to be served; these objectives shall be developed by the eligible agency seeking approval under license renewal staff development programs.

f. Each application must include procedures for course evaluation; this evaluation must include faculty/instructor as well as course/activity evaluation. Program and course/activity evaluation shall include, but not be limited to, participant perceptions.

g. Evaluation. The evaluation shall include participant perception and, whenever possible, observation data collection techniques and analyses.

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